

Motor Fuels E-File Instruction Guide

August 2004



Introduction

Welcome to the North Dakota Motor Fuels Tax E-file service! E-file is a secure web based application for submitting your monthly electronic fuel tax reports. You will also be able to use the application to download an "acknowledgment" verifying receipt of your file in a recognized format (the acknowledgment will not indicate any reporting errors that may be detected in the file). E-file uses Secure Socket Layer (SSL) encryption to ensure your information is secure and protected. The purpose of this guideline is to instruct users how to register on-line and use the web application.

Eligible Users

Any company or individual that has completed the registration process and conducted a successful application test will be able to submit monthly fuel tax reports using E-file.

Registration Process

Registration for E-file is a quick three-step process: (Step 1) Each person (user) who accesses E-file must create a North Dakota Login ID and password. (Step 2) An E-file Registration Application for each company, with the applicable FEIN and state assigned suffix, must be completed and submitted to obtain an authorization code to allow users access to information regarding that company. (Step 3) The registration is completed by entering the FEIN with the state assigned suffix and an authorization code provided by the Tax Commissioner. If you submit reports for multiple companies you must complete Step 2 and Step 3 for each company.

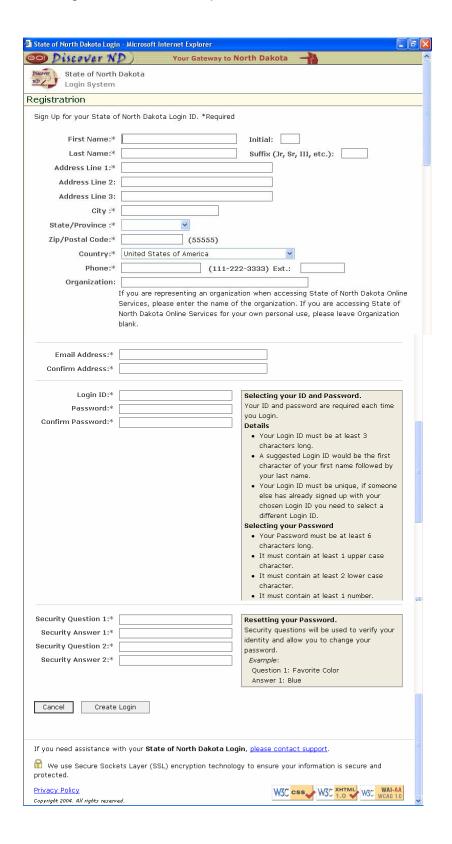
After a registration application has been submitted in Step 2, the Tax Commissioner will mail an authorization code to the individual who completed the registration at the mailing address the Tax Commissioner has on file for that company. This prevents an unauthorized user from registering and gaining access to a company's account. When the registration is completed in Step 3, only the user who registered the company in Step 2 may use the authorization code mailed by the Tax Commissioner's Office. Any authorized user may obtain another authorization code on-line so that an additional user can complete a registration (Step 3) and obtain access to that company's account.

In addition, any authorized user may terminate another authorized user's access to a company account by selecting the View Authorized Users option on the main menu. This option allows for the removal of access to the system for outside professionals or employees that no longer should have access.

Step 1: Obtain North Dakota Login ID and Password

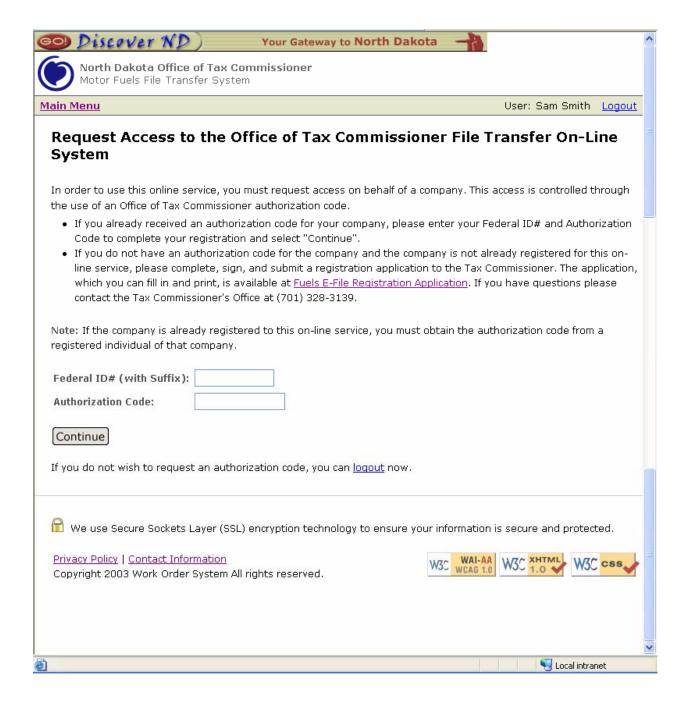
(Go to www.state.nd.us/taxdpt/fuels/elecfiling/ and click Access E-file)

A. Click Register Now.
B. Complete Registration page.
C. Click Create Login.
D. You will receive a confirmation e-mail within a few seconds.
E. You must respond to the e-mail by clicking on the link provided and entering your password.
F. Your North Dakota Login ID is now ready to use. Go to Step 2.



Step 2: Complete E-file Registration Application - Login to Main Menu

(If you have submitted an application and received an authorization code go to Step 3 and complete your registration. If you have not submitted an application, click on the *Fuels E-File Registration Application*, complete and submit the form.)



Step 2: Complete and Submit E-file Registration Application (Continued)

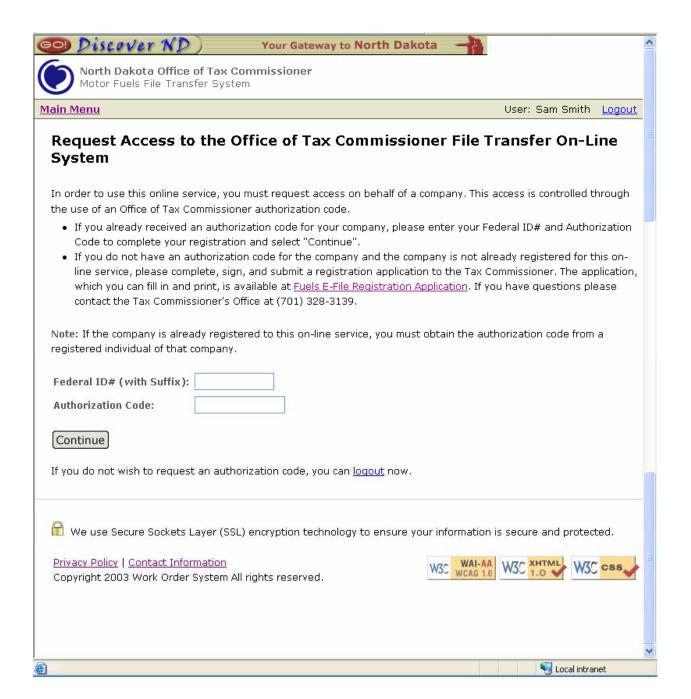
Registration Application for Electronic Filing Office of State Tax Commissioner/Motor Fuel Tax Section SFN 22984						
Taxpayer Information						
Taxpayer Name			FEIN		Fax Number	
Street or Other Mailing Address			City		State	Zip Code
Business Contact Name and Telephone Number			Business Contact E-mail Address			
Technical Contact Name and Telephone Number			Technical Contact E-mail Address			
()						
Electronic Filing						
Electronic Filing Fuel Tax Reports and Schedules (Check all that apply):						
Aviation Fuel Liquefied Petroleum Gas Motor Vehicle Fuel Special Fuel Terminal Operator						
Agreement to Electronically File						
This agreement is entered into by the Tax Commissioner and the above named taxpayer for purposes of authorizing the taxpayer to electronically file the fuel tax reports and schedules; as required under North Dakota Century Code chs. 57-43.1, 57-43.2, and 57-43.3.						
Taxpayer agrees as follows:						
1.	The signature of the taxpayer affixed to this agreement shall be deemed to appear on such electronically filed reports and schedules, as if actually so appearing. All reports and schedules filed electronically pursuant to this agreement are deemed by the taxpayer to be truthful, accurate and complete statements made under penalty of perjury.					
2.	If any person, whose signature appears as the authorized agent of the taxpayer, leaves the employment of the taxpayer or becomes no longer authorized to sign schedules or returns for the taxpayer, the Tax Commissioner must be immediately notified of this fact. No taxpayer liable for tax, penalty, or interest shall be relieved of liability with respect to any return or schedule required to be filed prior to the Tax Commissioner's notification. Taxpayer must execute a new agreement to include the signature of another authorized agent.					
3.	Taxpayer's electronically filed reports and schedules shall be in a form compatible with the Tax Commissioner's equipment, software, and facilities.					
4.	Taxpayer's electronically filed reports and schedules shall be submitted in accordance with the Tax Commissioner's rules and electronic filing standards.					
5.	Taxpayer shall be responsible for the costs to file its reports and schedules electronically to the Tax Commissioner.					
6.	Any electronic filing not in conformity with the requirements specified herein shall be deemed a failure to file such reports and schedules and taxpayer shall be subject to all applicable penalties prescribed by law.					
7.	 The place of performance of this agreement shall be Bismarck, North Dakota, and the agreement shall be governed by North Dakota law. 					
Sign						
Here						
110		Authorized Signature		Date		
		Title		Telephone Nun	nber	

Please return this form to: Motor Fuel Tax Section, North Dakota Office of State Tax Commissioner, 600 E. Boulevard Ave., Dept. 127,

Bismarck, ND 58505-0599. If you have any questions, please call (701)328-3139.

Step 3: Complete E-file Registration Process - Login to Main Menu

(Enter the FEIN with suffix and the assigned authorization code to complete the registration; this will be a one time process. Click on *Continue* to access the E-file main menu.)



E-file Main Menu

(Direct access to this main menu will be accomplished in the future by entering your State Login ID and password.)

From the Main Menu you will be able to perform the following options:

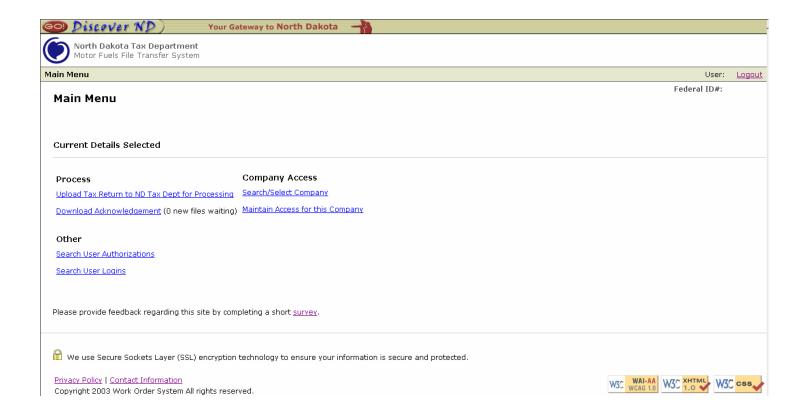
Upload electronic fuel tax reports

Download acknowledgments

Select other companies for which you have received a filing authorization

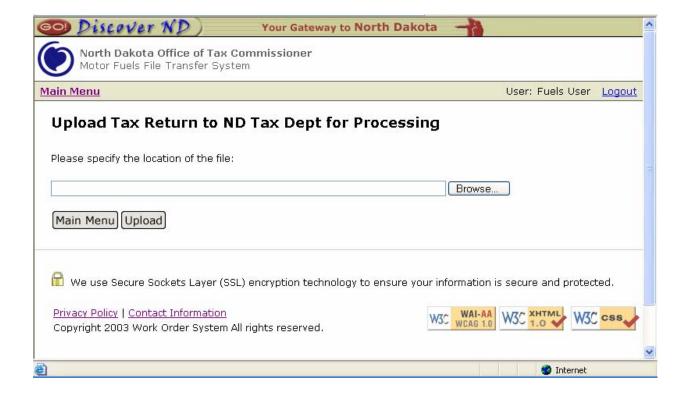
Maintain access for other company personnel

Conduct a review of online activity



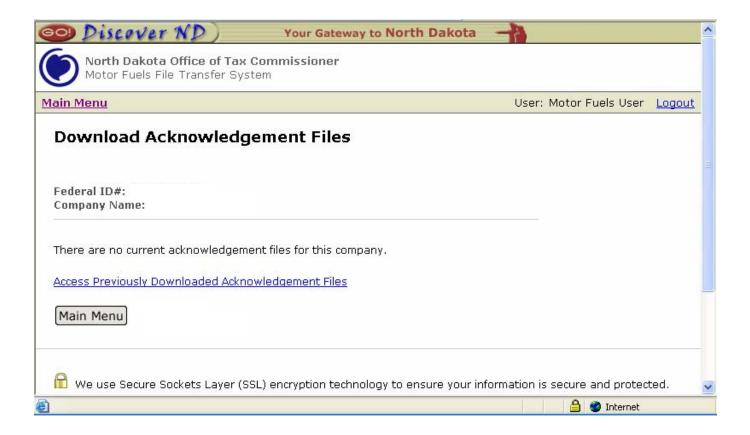
Submit (Upload) Electronic Fuel Tax Report File

(Click on *Upload Tax Return to ND Tax Dept for Processing* on the Main Menu and enter the location of the file or click *Browse* to locate the electronic file you are submitting.)



Download Acknowledgement:

(Click on *Download Acknowledgement* on the Main Menu to access current or previous acknowledgements.)



Need Assistance

Phone: (701) 328-3139 Fax: (701) 328-1283

E-mail: fueltax@state.nd.us

Office of State Tax Commissioner Motor Fuels Tax 600 E. Boulevard Ave. Bismarck, ND 58505-0599